



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CIVIL SERVICE COMMISSION SECRETARY

Class No. 002753

■ CLASSIFICATION PURPOSE

Under general direction to perform specialized and confidential secretarial work involving the preparation of agendas and minutes for the Civil Service Commission and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class in the Department of Civil Service Commission Office. The position serves as secretary to the Civil Service Commission, which has judicial/quasi-judicial powers and responsibilities granted by Charter, State law and Administrative Code. Decisions made by the Commission may have substantial impact on individuals. The incumbent relieves officials of administrative details and uses independent judgment in evaluating and assembling a variety of materials, setting priorities, selecting and devising work plans, and disseminating information to County departments and to the public.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Transcribes minutes of Commission meetings.
2. Writes concise minutes summarizing proceedings.
3. Organizes and prepares agenda materials from various sources.
4. Coordinates time, place and arrangements for meetings; sends out notices of meetings along with pertinent materials to interested persons.
5. Maintains meeting and hearing calendars.
6. Maintains files and records and establishes controls to follow-up on Commission actions.
7. Independently composes correspondence requiring the application of specialized knowledge.
8. Drafts and finalizes reports based on input from Commissioners.
9. Publishes and distributes documents such as public notices and Commission resolutions.
10. Uses judgment in the selection of data and interpretation of policies.
11. Answers inquiries from County department representatives, attorneys, employees, employee representatives, and the public regarding Commission procedures and actions.
12. Talks with members of the news media to relay select information.
13. Sorts, screens, routes, and determines priority of incoming mail.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Reporting and clerical procedures relating to commission meetings, and office management.
- Modern office practices and procedures.
- Basic parliamentary procedures.
- County operations and policies and procedures.
- Operating standard office equipment such as typewriter, personal computer, tape recorder and photocopier.
- Business English including, spelling, punctuation, grammar, and word usage.
- Civil Service Rules and Procedures.
- County Charter Section 923.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to all classes:

- Transcribe recordings of group discussions such as conferences, committee and commission meetings.
- Draft and finalize reports.
- Independently compose clear and concise correspondence and minutes.
- Type accurately and rapidly.
- Attend to detail.
- Maintain records and controls.
- Maintain confidentiality of sensitive information.
- Coordinate and monitor work for consideration by a committee, group, or commission.
- Work under pressure and meet deadlines.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Use tact and diplomacy in work situations and relationships.
- Exercise appropriate judgment in answering questions and releasing information.
- Communicate effectively orally and in writing.
- Analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

1. Certificate of completion of a clerical/secretarial curriculum from a Junior college and/or business school; AND
2. At least three (3) years of increasingly responsible clerical experience which includes recording and transcribing minutes of group or committee meetings and relieving a supervisor or official of administrative details.

Note: Familiarity with legal procedures is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

An original unaltered typing certificate for at least 50 net WPM with a maximum of 5 errors must be attached to the application. The certificate must state that the typing test was for at least five (5) minutes with two (2) gross words penalty for each error. Certificates must be no more than two (2) years old.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: September 11, 1980
Reviewed: Spring, 2003
Revised: June 15, 2004
Revised: March 31, 2006